

Training 2

EO-7063

DDS

3 August 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Agency Briefing and Exhibits Center

1. My representative, appearing before the Sub-Committee on Building Requirements, this afternoon presented the attached proposal for an Agency Briefing and Exhibits Center, designed to meet Agency-wide needs for a centralized, multi-purpose use area for briefing, orientation and exhibition activities, now conducted on a decentralized basis throughout the Agency.
2. This Center will, in the opinion of the Office of Training, result in savings in space and costs far in excess of that proposed for it.
3. Multiple use of this Center by other Agency components should eliminate or substantially reduce valid requirements for individual space allocations for these purposes.
4. It is therefore recommended that you place your support behind this proposal in the Steering Committee on the New Building.

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MATTHEW BAIRD

Director of Training

Enclosure:

Proposal for an Agency Briefing and Exhibits Center

DD/s Subject